Spring 2003 Online APR User's Guide

Contents:

21st Century Community Learning Centers

Soaring Beyond Expectations

Help Desk (toll-free): 1-888-535-0283
APRHelpDesk@mathematica-mpr.com

GETTING STARTED

➢ **Accessing the Online APR**

To access the spring 2003 21ˢᵗ Century Community Learning Centers Annual Performance Report (APR), enter the following Web address:

http://host3.mathematica-mpr.com/Spring2003APR

This will take you to the APR login page.

➢ **Logging On**

You can log on to the APR as a project director or as a center. Each has its own login ID. (The project director's login ID gives access to both the Grant and the Center Sections.)

Project director login IDs: To log on to the online APR, enter the last seven digits of your U.S. Department of Education grant number in the "Login ID" field on the Login screen. (For example, if your grant number is R287B990000, your login ID will be B990000.) Next, enter your four-digit password in the "Password" field (we will e-mail you a password on April 4). Then use your mouse to click on the "Login" button.

Center login IDs: A login ID and password combination will be e-mailed to project directors for each of their centers. The ID for each center will be the same one used in the fall 2002 APR, though the password will be different. The ID/password combination can be used only for that center.

The center login IDs will have the same last 7 digits as your grant number, followed by an underscore (_) and a set of consecutive numbers.

For example, if the grant number mentioned above has three centers, the project director would receive the following center login IDs: B990000_1, B990000_2, and B990000_3.

The number of center IDs and passwords provided to project directors is based on the most current information obtained from the U.S. Department of Education and previous APR submissions. (If we did not have information on the number of centers for a grantee, only one center ID was created.) For additional center IDs, or to have extra center IDs removed from your online APR (so it will be clear to us that data are not missing for some of your centers), please contact the help desk (see Accessing the Help Desk, on page 11).

Project directors can use their center IDs in two ways:

Option 1. You can give an ID/password combination to each center and ask each to complete its own Center Section.

Option 2. You can complete the Center Section yourself. If you choose this option, you still log on using your own 7-digit (grant level) ID and password to get to the Main Menu, which provides links to the Center Section and to the Grantee Section of the APR. You will *not* have to enter a password for the center because the grant-level login ID and password you entered initially give you access to all your centers. See Main Menu, Center Section, on page 2 for more details on accessing the Center Section.

➢ **Main Menu**

Once you have logged on, the Main Menu will appear on your screen (see page 3). This menu includes links to the Grant Section, the Center Section, a Review Responses page, and various other links for completing the APR. *A link to the Main Menu appears at the bottom of every page in the APR.*

Grant Section. In the Main Menu, project directors can access the Grant Section of the APR by clicking on the link, *Section I: Grant-level Data.* This section asks for general information on your after-school program. Only you have access to this section via your login ID and password. (For instructions on how to complete this section, see "Answering APR Questions" on page 4.)

Center section. The Center Section must be completed for *each* center in the grant. This section can be completed by the center or the project director. Both begin by clicking on the link, *Section II: Center-level Data*, in the Main Menu. Centers will be taken directly to the first Center Section question. Project directors will be taken to a screen that lists the login IDs for all of their centers. Click on any center ID and hit the "Please Continue" button at the bottom of the screen to get to the Center Section for any given center. If you have more than one center, you can return to the List of Centers screen by clicking on the Center Section link in the Main Menu. Then, as you did for the first center, click on any other center ID, hit the "Please Continue" button, and complete the section for that center.

Even project directors who have asked the centers to complete the Center Section can access any and all Center Sections to review and modify the data entered, as long as center staff are not logged in.

Review responses. Project directors and centers can review their responses to the APR questions in the Grant and Center Sections at any time, but it is particularly important to do so before submitting the APR. (Although only project directors can submit APRs, centers that have completed a Center Section should review their responses.)

To review your responses, click on the *Main Menu* link at the bottom of any page, and once in the menu, click on the *Review Responses* link (at the bottom of the screen or on the Main Menu). From the Review Responses screen, select the section (Grant or Center) you want to review. See page 9 under "Reviewing Your APR" for instructions on how to change and print your responses from the Review Responses screen.

Submit APR. Project directors submit the APR once they have reviewed all Grant and Center Section responses. Only project directors have access to the *Submit APR* link on the Main Menu.

To get to this link, click on the *Main Menu* link at the bottom of any page. Once in the menu, click on the *Submit APR* link. See page 10 under "Submitting your APR" for instructions on completing this screen.

Cover page. After submitting your APR, the final step is to fax the APR cover page to your program officer. (This step applies only to project directors.) To get to the *Cover Page* link, click on the *Main Menu* link at the bottom of any page. Once in the menu, click on either the Microsoft Word version of the APR cover page (Cover Page.doc) or the .pdf version (Cover Page.pdf). When the cover page appears on your screen, please do *not* fill it in online. Print it, fill it in manually, sign it, and fax it to your program officer.

Other links. The Main Menu also includes the following links, which you can access at any time.

Instructions and Program Officers. This link takes you to an extra set of the APR instructions and the list of program officers initially mailed to project directors by Mathematica.

User's Guide. This link takes you to a copy of this guide on the U.S. Department of Education's Web site.

Definitions of relevant terms in the APR.

Appendix: Indicators. Indicators used by the U.S. Department of Education to assess the performance results of the 21st Century Program.

Print APR to print a blank Microsoft Word version of the APR.

U.S. Department of Education letter. A letter from the director of the 21st Century Community Learning Centers Program.

At the bottom of the Main Menu screen, you will have access to the following links: *Quit*, *E-mail the Help Desk,* and *Index*. See page 8 for *Quit* (under "Logging off from the APR"), page 11 for *E-mail the Help Desk* (under "Accessing the Help Desk"), and page 7 for the *Index* screen (under "Moving from Page to Page").

APR03 Number: *Your grant or center login ID appears here.*

Main Menu

Click on a link below to go to that part of the APR. You may start the APR in either the Grant or Center section.

Section I: Grant-level Data.   This section asks for general information on your after-school program. It includes objectives, budget, organizations with whom your center(s) may collaborate, and program focus.

Section II: Center-level Data. This section asks for the times your program offers services, the level and types of staffing, attendance data, participant characteristics, activities offered, linkages with the host school, and host school characteristics.

Review Responses. Please use this link to check for messages on errors or missing responses before submitting your APR. View and print your responses at any time by clicking here.

Submit APR. Click here when you are ready to submit your final APR.

Cover Page.pdf
Cover Page.doc
When you have completed the APR, please print and complete the cover page, sign it, and fax it to your program officer at the U.S. Department of Education, 202 260-3420. PLEASE NOTE: Faxing the cover sheet to your program officer indicates that you have officially submitted a final version of the Web APR. If you make any changes to your Web APR after faxing the cover sheet, you will need to re-fax the cover sheet to notify your program officer of the changes. After printing the cover page, click on your browser's "Back" button to return to the APR.

Links to other documents (click on your browser's "Back" button to return to the APR):

1. Instructions and List of Program Officers. Instructions for completing the online APR and a list of program officers (Mathematica mailed these to project directors).
2. User's Guide. A detailed guide on accessing the Web APR, answering APR questions, navigating the APR, saving and changing data, submitting the final APR, and solving problems.
3. FAQ. Answers to questions frequently asked of the Help Desk.
4. Definitions. Definitions for key terms used in the APR.
5. Appendix. Indicators. The U.S. Department of Education is interested in the extent to which the performance results of the 21st Century Program (as a whole) address these indicators.
6. Print APR. Click here to print a blank Microsoft Word version of the APR.
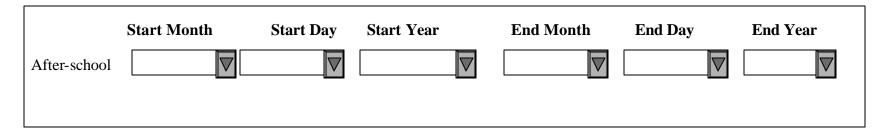7. U.S. Dept. of Education Letter. Letter from the director of the 21st Century Community Learning Centers Program.

Quit   E-mail the Help Desk   Index
If you have problems or questions, you can also reach our Web Help Desk at 1-888-535-0283.
(The Web Help Desk is staffed Monday-Friday 9 am to 5 pm. You can also leave a message 24 hours a day.)

ANSWERING APR QUESTIONS

The APR includes five types of questions: drop-down list box, fill-in-the-blank, open-ended, yes/no, and combination. There are also questions for which the online APR program will calculate totals. Below are examples and instructions for each type of question.

➢ **Drop-down List Box**

	Start Month	Start Day	Start Year	End Month	End Day	End Year
After-school	▽	▽	▽	▽	▽	▽

Drop-down list box questions provide a menu of responses from which you choose one. To choose a response, use your mouse to bring the cursor to the shaded box with the downward arrow. Click on the arrow to see the drop-down menu of possible responses. Use your mouse to move the cursor to the response you want to select, and then click on that response. Your selection will be displayed in the box.

➢ **Fill-in-the-blank**

2.1 Which Center location are you reporting on?
School Name [ ]

Fill-in-the-blank questions provide a blank "field," or space, where you type in a short answer. Use your mouse or the Tab key to move your cursor to the blank field, and then type in your response. (See "Navigating the APR" on page 8 for details on moving from field to field.)

➢ **Open-ended**

1.2 Please provide a general summary of the current status of your program, including the extent to which you have implemented all planned program activities and components. If a planned activity was not conducted as scheduled, explain why.

Briefly describe key accomplishments and challenges. Include any information about your program's impact on students or the community. For example, you may want to focus on how your program has changed student and/or parent perspectives and on how it has been a positive influence on the lives of community members. You may also want to identify any problems that may have, in any way, hampered the success of your program.

Open-ended questions allow you to type in an extended response, though there is some limit on length. The more pages of text you enter, the longer it will take to submit. For example, it may take a couple minutes to submit 5 pages of text. If you want to submit more than 5 pages of text, please continue your response in the "optional" box at the end of the Grant Section. Use your mouse to move your cursor to the box, or use the tab key to advance to this field. Then type in your response. If your response is longer than the space provided, the text will automatically scroll upward to give you more space up to a certain point (when you will no longer be able to type more). You can copy and paste text from other electronic files into the open-ended response boxes. (See the section, "Entering Data," on page 8, for more on how to copy and paste.)

➢ **Yes/No**

2.10 Does this Center offer services during school hours when school is not in session?

For example, this includes holidays, inclement weather days, and in-service days. This does not include weekends or summer programs.

Yes ○

No ○

Yes/no questions ask you to answer "yes" or "no" to an item. To answer a question, click in the blank circle next to the response of your choice. A dot will appear in the circle. To change your answer, click in the other circle.

➢ **Combination**

Organization Name	Organization Type	Primary Contribution 1	Other: (Description)	Estimated $ Value of Contributions
	▽	▽		

Combination questions bring together two or more of the other question types. Answer each part of the question as you would had it been asked individually. The sample combination question above begins with a fill-in-the-blank question. For instance, under Organization Name, you would click in the box and type in the name of the contributing organization. Then, under Organization Type, a list selection question, you would click on the arrow to the right of the box to display a list of possible responses. Then you would click on the type of organization. Primary Contribution 1 is also a list selection question. If you select "Other" from this list, you must fill in the next box under Other: (Description) to specify the primary contribution of that organization. Finally, you would click in the last box, Estimated $ Value of Contribution, and type in the monetary value of the organization's contribution.

➢ **Calculations**

2.16	Number of student attendees
a) Attended fewer than 30 days in current program year	
b) Attended 30 or more days in the current program year	
TOTAL	

Calculation questions sum numbers for you. In the example above, if you entered 3 in the box for choice "a" and 5 in the box for choice "b," when you click on the "Calculate Totals" button (shown below) at the bottom of the screen, the Total box would read 8.

Calculate Totals

NAVIGATING THE APR

➢ **Using the Mouse**

The mouse can be your sole navigating tool. You can use it to move your cursor to any field in a question and to click on buttons or links that move you to other screens.

➢ **Using the Keyboard**

You can use several keys instead of the mouse to move through the APR.

Tab. Located at the far left of your keyboard in the top row of letters, the Tab key moves your cursor from field to field, left to right within a question, and from the last field in one question to the first field in the next.

Arrows. (↑↓ → ←). Arrow keys move your cursor backward and forward through text that you have already entered (and that you may need to change).

PgUp/PgDn. These keys take you to the top (PgUp) or bottom (PgDn) of the screen in which you are working.

➢ **Moving from Question to Question**

To move from question to question, use the mouse or the tab key. Before entering data, be sure that your cursor is blinking in the field. This indicates that you have successfully moved to a given question.

➢ **Skipping Questions**

Depending on your response to certain questions, the online APR will automatically skip subsequent questions that do not apply to you (if you answer the questions in the order they appear). For example, a "No" response to question 2.12 "Did the Center offer services during the summer of 2002?" will automatically skip questions 2.13 and 2.14 (about summer activities).

➢ **Moving from Page to Page**

Moving to the next page. To move forward from page to page, click the "Please Continue (Save Data)" button at the bottom of the screen.

Moving to any page. To move to any page in the APR, use the link to the Index screen, which appears at the bottom of nearly all pages. When you click on *Index,* you will see a list of links to each item in the APR. Click on any item link to jump to that question in the Section. You can use the *Index* to respond to any APR item without already having entered responses to other items. Please note, though, that only by answering items in order will you benefit from the built-in skip patterns the program uses to present just the questions that apply to you.

Moving to a previous page. To move back to a previous page, click on the "Back" button at the top of your screen. If you move back to change a response, you must click on the "Please Continue (Save Data)" button to save your change before using the "Forward" button to advance to where you had stopped. *Note: When you use your browser's "Back" or "Forward" button, you may receive a message that your browser has "timed out" from a page you had accessed previously. The amount of time that can elapse before timing out depends on your browser. Messages from a Netscape browser will ask you to click your "Reload" button to resume work; messages from an Internet Explorer browser will ask you to click your "Refresh" button.*

➢ **Logging off from the APR**

To log off, click on the *Quit* link at the bottom of any screen. When logging off from the any section, click on the "Please Continue (Save Data)" button before logging off so that your responses will be saved. *To log on again,* follow the instructions under "Accessing the Online APR" (page 1). Program directors: When you next log on to complete your APR, you will be returned to the Grant Section page from which you exited. If you exited from somewhere else, you will be returned to the Main Menu. *If you logged off from a Center Section, you will be returned either to the Grant Section (if you accessed that section but did not reach its end before going to a Center Section) or to the Main Menu. The system is not able to return you to the page in the Center Section from which you exited.* Center directors: When you next log on to complete your APR, you will be returned to the Center Section page from which you exited. If you exited from somewhere else, you will be returned to the Main Menu.

ENTERING, SAVING, AND CHANGING DATA

➢ **Entering Data**

You can enter data by typing it into a given field or by copying and pasting text from another file on your computer.

Copying and pasting. To copy and paste text from another electronic file into APR open-ended questions, start by opening the other file. Select the text you want to copy and paste by holding down the left button on the mouse and dragging your cursor across the text. Then right click on the selected text to bring up a small pop-up menu, and left click on "Copy" in that menu. Next, return to the online APR screen (by clicking on the Internet icon at the bottom of your screen) where you would like to paste the text. Using the mouse or the Tab key, move your cursor to the field where you want to paste the text, right click on your mouse, and then left click on "Paste." The copied text should now appear in the field.

➢ **Saving Data**

Once you have entered all the data on a page and are ready to move to the next page, click on the button, "Please Continue (Save Data)" at the bottom of the page. This button (shown below) has two functions: 1) it saves the data you entered on the current page in a database, and 2) it brings up the next page of the APR. *If you do not click on the "Please Continue (Save Data)" button after entering your data on a page, the data will not be saved.*

> **Please Continue (Save Data)**

If you have not finished entering data in a section of the APR but would like to log off temporarily, you must still click on the "Please Continue (Save Data)" button to save the data you have entered thus far on the current page. After clicking on this button, the next page will appear, and you can click on the *Quit* link, which will take you to the exit page.

To pick up where you left off, log on as you did to start the APR.

➢ **Changing Data**

Changing data before saving. To change *all* the data on a page **before** saving it, click on the "Start Page Over" button at the bottom of the page (shown below) to clear the page. Then enter your new

data and click on the "Please Continue (Save Data)" button. This will save your data and bring you the next page.

Start Page Over

To change *some* of the data on a page before saving it, click in the field you want to change and enter the new data. There is no need to delete your original response. The new data will replace the previous response.

Changing data after saving. To change previously saved data, click on the *Index* link or on the *Review Responses* link at the bottom of any page. In the Index screen or in the Review Responses screen, click on the links to the items you want to change. This will bring you back to the page that contains those items. Click in the field you want to change, enter the new data, and click on "Please Continue (Save Data)."

SUBMITTING YOUR FINAL APR

➢ **Reviewing Your APR**

Once you have completed the APR, please review your responses by clicking on the *Review Responses* link at the bottom of any page. This will take you to the Review Responses screen.

If you are a project director, you will choose the section—Grant or Center—you want to review. If you select the Center Section and you have multiple centers, you will be asked which center's data you would like to review. Click on the center you want to review, and a screen will appear showing you the entire APR section (Grant or Center) without page breaks.

If you are a center director, you will click on the *Center-level Data* and you'll be taken directly to view all your center's responses without page breaks.

The Review Responses screen lists all APR items and your responses. If the online program detects "errors" in your responses (i.e., inconsistent or out-of-range responses) or missing responses, you will see a message below the items in question. For example, if you report in item 2.15 that a center has 100 students, and in item 2.16 that 150 students attend 30 days or more, an error message will appear below item 2.16.

To change a response that has an error message, click on the *Correct Response* link below the item to return to that item in the body of the APR. (In the example above, you will be able to link to item 2.15 or 2.16). After changing your response, save the change by clicking on "Please Continue (Save Data)." When the next page of the APR appears, use the *Review Responses* link at the bottom of the page to return to that screen and continue reviewing responses.

To modify a response that was not flagged with an error message, or to enter a response for an unanswered item that has a "please respond to this item" message, follow the steps above, but instead of clicking on the *Correct Response* link in the Review Responses screen, click on the *Change Response* link below the item you want to change.

Project directors. After reviewing one section (Grant or Center) of the APR, project directors can review another section by clicking on the *Back to Review Responses Page* link (at the top or bottom of the screen). This will return you to the Review Responses screen, where you can choose the next section to review.

Centers. After reviewing the Center Section, centers should click on the *Back to Review Responses Page* link. This will return you to the Review Responses screen, from which you can *Quit* or select the *Main Menu* for additional options.

➢ **Printing Your APR**

Printing the Entire APR. To print the entire Grant or Center Section, click on the *Review Responses* link at the bottom of any page. From the Review Responses screen, select the link for the section you want to print. Before printing, change your page

orientation to landscape to keep the APR from printing off the side of a page. First, click on "File" in the drop-down menu at the top left of your screen. Then click on "Print," followed by "Properties." After selecting the "Paper" tab, change the "Orientation" to "Landscape," and click "OK" twice. The section you selected (Grant or Center) will print in entirety.

Printing One Screen. From the Grant or Center section, you can print the individual page you are on. If the contents of the screen you want to print will not fit within the page width when printed in portrait orientation, first change the page orientation to landscape as explained above, under Printing Your Entire APR. When you click "OK" the second time, the screen will print (the printed version may be longer than one page). If you do not need to change the page orientation, you can just click on your browser's "Print" button at the top of the screen.

➢ **Submitting your APR**

Only project directors can submit the APR. Before proceeding, be sure you have reviewed your responses and corrected items flagged with an error message or a "please respond to this item" message. When all changes have been made and saved, click on the _Main Menu_ link from any screen. From the Main Menu, click on the _Submit APR_ link to get to the Submit APR screen. If you or your centers did not amend flagged items, you will receive a message on the Submit APR screen asking you to return to Review Responses in order to amend your answers before submitting the APR. In that case, click on the _Review Responses_ link at the bottom of the page to return to the Review Responses screen for further details.

If there is no such message on the Submit APR screen, enter your name, phone number, and e-mail address so that we may contact you in case we have questions about your responses. Then click on the "Submit APR" button at the bottom of the screen. This signals that you have completed the APR and have no further changes to make. To confirm receipt of your APR, the system will

send an e-mail to the address you entered on the Submit screen. Please remember to print a copy of the APR for your records, and to fax the APR cover page to your program officer (see Cover Page on page 2 of this guide).

➢ **Changing Data After Submission**

To change data after you submit the APR, go to the screen where you need to make changes (via the Review Responses screen, the Index screen, or by paging through the APR section). Then follow the instructions in the section, Changing Data After Saving on page 9.

Once you have entered new data, re-submit your APR as follows: click on the "Please Continue (Save Data)" button to save the change, click on the _Submit APR_ link at the bottom of the next screen, and then click on the "Submit APR" button at the bottom of that screen. To notify your program officer of the change, you must fax another cover page.

You may change APR responses up through May 2, 2003. If you need to submit data after May 2, you **must** contact your program officer (click on the _Instructions_ link in the Main Menu for a list of program officers and their contact information.)

SOLVING PROBLEMS

➢ **Responding to Error Messages**

Why do they occur?

Error messages appear on the Review Responses screen for inconsistent responses. This should not happen often, since there are only a few items in the APR that are compared for consistency. Error messages also appear for responses that are either out-of-range (for example, reporting that a center offers activities more than seven days a week) or invalid (for example, entering non-numeric characters when asked to report a number). "Please respond to this item"

messages appear when applicable questions have not been answered.

Note: Unlike the fall 2002 Web APR, which provided applicable error messages after you submitted each screen, the spring 2003 Web APR gives error messages only on the Review Responses screen.

How do I return to an item to correct the error?

From the Review Responses screen, where the error message appears, click on the _Correct Response_ link below the item to return to that item in the body of the APR. Once you correct your response, click on the "Please Continue (Save Data)" button at the bottom of the page to save the change. When the next screen appears, scroll to the bottom and click on the _Review Responses_ link if you want to return to the Review Responses screen.

To enter a response for an unanswered question that has a "please respond to this item" message (or to modify a response that was not flagged with an error message on the Review Responses screen), click on the _Change Response_ link instead of on the _Correct Response_ link below the item you want to change. Then follow the remaining steps in the above paragraph.

What do I do if the APR program won't let me save data?

The APR program prevents you from saving data if more than 20 minutes elapse since you have last "interacted with" the online APR. You will receive the following message when you next try to save data:

> As a security measure, the server has timed-out this session and terminated the connection. Click on http://host3.mathematica-mpr.com/Spring2003APR to log on again.

To resume working, you will need to log on again.

➤ **Avoiding Web Delays**

The 21st Century APR Web system was designed to handle a large volume of grantees at the same time. By completing the online APR early, you will improve your chances of avoiding any "slowness" in logging on or in saving data that may occur just before the May 2 due date, when many more grantees are likely to be online. If you experience long delays logging onto the APR or saving data, please contact the help desk (see below).

➤ **Accessing the Help Desk**

How do I contact the help desk?

You can contact the help desk in two ways. You can click on the _E-mail the Help Desk_ link at the bottom of any page in the APR. This will open an e-mail addressed to the Help Desk—type in your questions, and hit Send.

You can also call the help desk at 1-888-535-0283, 24 hours a day, 7 days a week. Staff will answer the phone between 9 a.m. and 5 p.m. EST Monday to Friday. If you reach a voice mailbox, _please leave your name and phone number (with area code), along with a description of your problem._

In most cases, we will return your e-mail message or phone message within 24 hours.

What can I expect from the help desk?

You can expect someone to answer any question related to APR content as well as technical questions related to online operation of the APR. Please keep in mind that some questions (such as those involving technical problems) may take longer than others to resolve. As the APR due date approaches, call volume increases, slowing down the response time. Again, we encourage you to complete the APR early to benefit from the quickest help desk response time.